



APPLICATION FOR RECORDS RETENTION SCHEDULE

4657-39
7Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor Correctional Services 501 Pulliam, SW IBEW Building	Application Number 81-311	Date Received APR 30 1981
Application Number		Date Completed MAY 12 1981	Telephone Number 656-3198
2. Person to Contact Andy Anderson		Working Title Office Supervisor	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971	Latest current	5. Records Series Title (followed by title used in office, if different) Pre-Trial Diversion Participant Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Employment, Training, and Planning Division operates the public Employment Service, conducts training and placement under CETA and special programs such as the Work Incentive Program, serves as the State Labor resources planner, and the Governor's designee as Prime Sponsor for CETA for the Balance of State areas. Correctional Services develops and supervises inmate and ex-offender programs designed to improve the offender's chances of employment, including pre-trial diversion to prevent individuals from going into the criminal justice system. Correctional Services reports directly to the Deputy Director of the Employment Security Agency.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: pre-trial diversion out of the criminal justice system for first-time felons and misdemeanor offenders Included are: participant agreement to rules and regulations of program, jail release, psychological profile and reports, behavior change plan, narrative report, employability development plan, case progress record, and termination record. Not all of these documents are in each case and the format of some of these documents may vary. The case file substantively contains a story of restitution, rehabilitation, and usually counseling and training. File is arranged: by diversion center, thereunder by diversion case number			
8. Monthly Reference Rate One to six months old <u>20</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>2-5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>ca. 12-15 cf @ yr.</u>			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Georgia Employment Security Law</u>
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Annual Report of Commissioner of Labor to Governor, also annual statistical report</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | <u>4</u> years. | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u>4</u> years. | e. Administrative need | <u> </u> years. |
| c. Federal Law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Statute of Limitations for felony cases limited to four years except in capital crimes.
Georgia Code 27-601 and the Georgia Employment Security Law

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other then.

- ☒ Hold in the current files area 24 month(s) year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy, all but sample. (See Note)
- ☒ Transfer to State Archives for permanent retention. For years ending in 1 and 6, sample any one cubic foot of consecutive case files, and transfer to the State Archives; destroy all else.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Jack L. Griffin</u>		<u>William H. G. Guss</u>	<u>3/26/81</u>
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<u>Walter H. H. H.</u>	<u>4/24/81</u>	<u>Nike H. H. H.</u>	<u>3/26/81</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		<u>5-11-81</u>
	Secretary of State/Designee	<u>Carroll Hart</u>	<u>5-7-81</u>
	Attorney General/Designee	<u>W. H. H.</u>	<u>5-11-81</u>